

Job Description	
Job Title:	HE Administrator
Department:	Higher Education
Reports to:	Deputy Principal
Working Pattern:	Full time 8am to 4pm (Monday – Friday)
Annual Leave	20 days plus bank holidays and ArtsEd closure dates
Salary:	23,000 to 25,000

Context
<p>The Arts Educational Schools have their origin in schools founded in 1919 by Grace Cone and in 1922 by Olive Ripman. The Cone and Ripman schools were pioneers in providing suitably talented children with a general academic education in conjunction with specialised training in dance, drama, music and art, preparing young men and women for professional careers in or connected with the theatre. In 1939 the two schools amalgamated to become the Cone Ripman School. Today Arts Educational Schools London continues to support a world-renowned co-educational independent vocational school for pupils aged 11–18 years as well as a professional conservatoire with two main divisions offering BA and MA degrees in Acting and BA and MA degrees in Musical Theatre, all of which are validated by City University and accredited by Drama UK. ArtsEd also offers a wide-ranging programme of part time courses for all ages.</p>

Purpose of the Role
<p>To carry out general office duties and provide administrative support to ArtsEd's Acting and Musical Theatre departments, maintaining the smooth operation of the HE office, and ensuring that all staff, student and visitor needs are met effectively and efficiently.</p>

Responsibilities
<p>General Administration</p> <ul style="list-style-type: none"> • Respond to enquiries in person, on the telephone and via the website • Monitor student sign in as required • Prepare HE registers and weekly sign in sheets • Prepare and update HE student photo sheets • Provide students with proof of status and council tax letters • Prepare and print scores, scripts and handouts for projects and productions (for students and external creatives)

- Arrange for delivery, distribution and return of hired material for projects and productions
- Act as primary contact for Transport for London for student Oyster Card Scheme
- Manage office supplies
- Photocopying and filing as required

HE Administration

- Participate in MTS and SOA auditions and host as required
- Prepare audition badges, ensure foyer and audition rooms are set up appropriately
- Attend and minute SOA and MTS weekly executive meetings
- Collect student written assignments and collate with feedback
- Prepare contracts for freelance HE staff, liaising with HR as appropriate
- Prepare payment vouchers for freelancers' invoices

School of Acting Film Department Assistance and Administration

- To assist with the hire of equipment for screenings and venue hire as required.
- To assist with organising receipts and petty cash forms to ensure up-to-date accounts and records are maintained
- To assist with additional paperwork such as residents' letters, letter drops etc
- To assist with initial research regarding specific locations, props
- To run occasional local errands for props
- To maintain daily on set supplies and run local errands to replenish
- To maintain production office files with copies of student driving licenses, Public Liability insurance, Risk Assessments etc and any other relevant paperwork

Data and File Administration

- Co-ordinate HE data management processes to ensure that they are secure and efficient, and to ensure that future development of database systems meet the changing needs of the organisation
- Collation and data entry of student and course statistics for oversight bodies including, but not limited to, HESA, DfE, Ofsted, CDMT, HEFCE/OfS, QAA, OIA, City, University of London, Trinity College London
- Ensure that records on the HE student database are accurate and up-to-date
- Maintain and organise student files in line with GDPR
- Record and report on student accidents and injuries
- Collate and prepare student surveys and responses for course leaders
- Maintain graduate destination records

Other

- Arrange SOA and MTS showcases
- Arrange for filming of Musical Theatre projects and productions
- Arrange buddies for new Foundation and 1st Year students
- Provide kit lists and other pre-enrolment information to new students

- Prepare guest lists for student ticket offers and events

Additional Information

- The above list is not exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post.
- The post holder must accept responsibility for ensuring that all policies and procedures are adhered to at all times.
- The post holder must ensure that the staff Code of Conduct is adhered to at all times
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- All members of staff are required to be professional, co-operative and flexible in line with the needs of the post and the school.
- ArtsEd is committed to the welfare and safeguarding of all students and pupils and expects all staff to share this commitment.

PERSON SPECIFICATION

Skills:

- A highly organised, efficient and effective administrator
- Excellent communication skills both verbal and written
- Ability to interpret information and use it effectively
- Ability to work alongside a range of people of all ages
- Ability to produce written communication e.g. draft routine letters, memoranda, agenda and small reports using standard office software packages
- Excellent typing skills

Knowledge

- Excellent knowledge of Microsoft packages including excel and word
- Ability to use and manipulate databases
- Understanding of the work of an HE office

Experience:

- Relevant administrative experience
- Experience of working in a HE office preferred

Personal Qualities:

- Ability to work to set procedures and maintain confidentiality
- The competence, stamina and professionalism necessary to discharge all professional duties effectively
- Ability to work under pressure and meet tight deadlines
- Enthusiastic
- Ability to work alone as well as part of a team

- Excellent communication skills
- Flexibility
- A willingness to support the whole team and share knowledge

APPLICATIONS

Applicants must provide:

- a) A completed application form
- b) A letter of application clearly outlining your suitability for the post based on the particular requirements outlined in the Job Description and person specification. Please include examples where appropriate.